Thank you for participating in the application review and hiring process of County employees. It is important for Montgomery County to select the most highly qualified individuals to serve the public. Your participation will keep our county in the forefront of public service.

As part of the Office of Human Resources effort to make the process of selecting an individual faster and more effective, we have partnered with Peopleclick, a company that provides web based application tracking software, to work with us on our staffing process.

As the Human Resource Specialist that serves your department, I am responsible for assigning permissions to requisitions for the purpose of reviewing and selecting applicants. You are receiving this e-mail because you have been identified by your department's management as such a person.

CONFIDENTIALITY CLAUSE

A statement about confidentiality and our review process: The rating of applications is a confidential process. Please keep any discussions in regards to the rating of applications between any other subject matter experts and the assigned Human Resource Specialist.

Hiring Managers are bound to the same degree of confidentiality. Application information remains confidential upon receipt of the certified Eligible List. Only individuals who are involved in the interview and selection process should have access to applicant information.

Should you need further explanation about confidentiality and the application review policy, please contact your Human Resource Specialist.

To view applications, follow these easy steps.

HIRING MANAGER INSTRUCTIONS

1. Open your web browser (Internet Explorer)

2. Set the website address to [https://my.peopleclick.com]

Address | https://my.peopleclick.com/
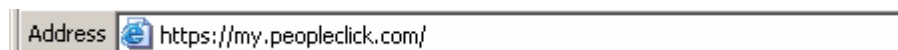
3. Enter the company key: **MCGOV**

4. Enter your user name and password. For the first timer, your user name and password
are as follows:

Username: [firstname.lastname]
Password: password
Portals: Recruiting Portal

How to change your password

For security reasons we strongly recommend that you change your password.

On the sign in screen, click on new password (upper right corner)

The system will prompt you to enter your user id, old password, and new password. After you have entered this information click chance and sign on with your new password.

Welcome page

5. Once in the system, you can now review applications by clicking in the appropriate workflow folder on the left hand side of the application. Please apply a single left mouse click on the ⊞ sign. Your workflow folder will expand. Keep expanding the workflow folder until you can view applicants or click on the folder itself to see the candidate list frame.
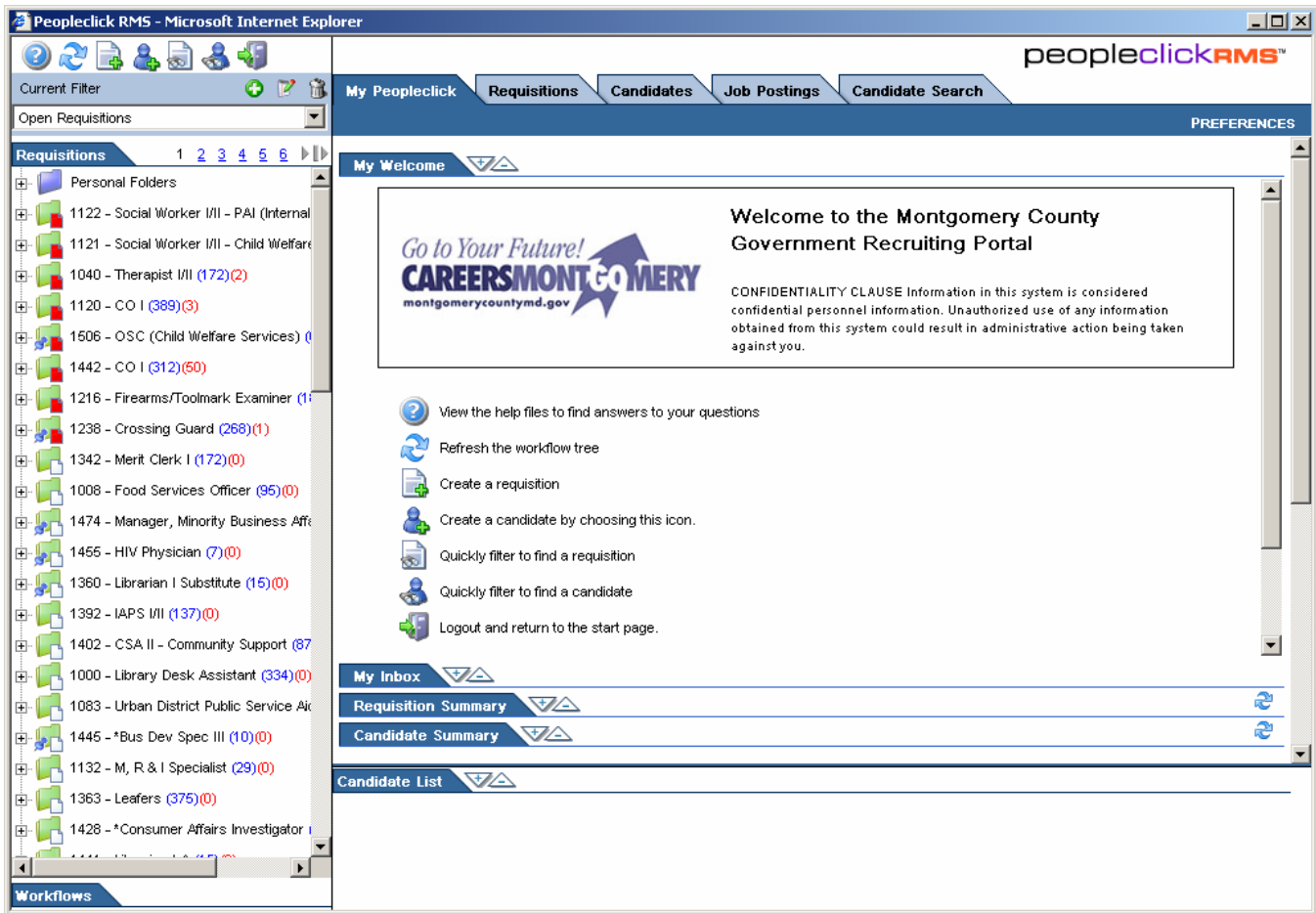
Moving Candidates

6. Click the workflow folder that contains the set of multiples candidates you want to move. The candidates are displayed in the Candidate List frame, as shown below. The blue number to the right of the requisition simply tells you how many applications are available for you to review in the selected requisition.

Click the checkbox next to the name(s) of the candidates that you want to move. Then drag and drop to the new folder. Please note the icons listed on the left below.

Check or clear checkboxes

Email selected candidate(s)

Email selected resume(s)

Preview and print selected resume(s)

	First Name	Last Name
☐	JoeTest	TestPeopleclick

Candidate Resumes and Attachments

7. Hiring Managers can view the applicants resume by clicking on the **RESUME** tab.

Resumes for candidates that applied on paper are usually found under the **DOCUMENTS** tab; click on the Download this file icon ⬇ to open the attachment.

Preferred Criteria

8. Make sure to review the preferred criteria (if applicable). The preferred criteria can be found under the candidate **PROFILES** tab.

peopleclick**RMS**™

| My Peopleclick | Requisitions | Candidates | Job Postings | Candidate Search |

RESUME | CANDIDATE INFO | PROFILES | DOCUMENTS

Same, Applicant   (00000) HR Intern

Veterans Preference

Preferred Criteria

Preferred Criteria

I meet the above requirements because my training in Historical research has prepared me for a working environment's research and analysis.

I have always had strong work ethics and my communication skills are great.

I have done many group projects in college that have allowed me to demonstrate my strong cooperative skills.

I also have been trained thoroughly in basic computer programs like Word Excel and Power Point.

Search Summary

1 to 24 of 24 results   [1]

	First Name	Last Name
☐	JoeTest	TestPeopleclick
☐	PEOPLECLICK WEBI	TESTING DO NOT USE
☐	TEST	TESTING

Candidate Contact Information for Hiring Managers

9. Hiring Managers now have the ability to see Candidate Contact Information.

I hope this helps you on your way to using our new Peopleclick applicant tracking system. Should you have any questions or concerns about the system, please contact your Human Resource Specialist.

Office of Human Resources
Montgomery County Government